M e m o r a n d u m

Date: July 10, 2008

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
             Sacramento Communications Center

File No.:   214.10987.10705.Second Quarter Chapter Inspection

Subject: INFORMAL CHAPTER INSPECTION – SECOND QUARTER 2008

Sacramento Communications Center has completed an informal chapter inspection for the second quarter of 2008. The attached HPG 22.1, *Area Resources Management Guide*, Chapter 16, Emergency Incident Management Planning, inspection was completed on June 14, 2008, with no discrepancies or corrections.

S. W. CHAMPION, Captain
Commander

Safety, Service, and Security

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
EMERGENCY INCIDENT MANAGEMENT PLANNING
CHP 453R (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
214	Valley	

EVALUATED BY	DATE
Sgt. Obregon/PSDS I Startin	6/14/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE
☐ Formal Evaluation ☑ Informal Evaluation		

FOLLOW-UP REQUIRED		COMMANDER'S REVIEW	DATE
☐ Yes ☑ No	☐ Correction Report BY	_(signature)_	07.14.08

1. EMERGENCY INCIDENT MANAGEMENT (EIM) PLANNING

	EVALUATED	ACTION REQUIRED	CORRECTED

a. Are Area employees familiar with various departmental publications which provide for EIM planning?	☑ Yes	☐ No	
b. Does the Area commander have a clear understanding of the Department's philosophy and policy for EIM as outlined in HPM 50.1, Emergency Incident Management Planning Operations Manual, and HPM 50.5, Civil Disturbance Planning and Operations Manual?	☑ Yes	☐ No	
(1) Is this philosophy conveyed to:			
(a) Subordinates.	☑ Yes	☐ No	
(b) Public safety agencies.	☑ Yes	☐ No	
(c) Emergency service providers.	☑ Yes	☐ No	
c. Is an employee assigned to develop and routinely update EIM plans?	☑ Yes	☐ No	
(1) Is the employee familiar with local resources and conditions?	☑ Yes	☐ No	
(2) Is input obtained from uniformed and nonuniformed personnel?	☑ Yes	☐ No	
(3) Is there adequate liaison with emergency response and support agencies?	☑ Yes	☐ No	
d. Have emergency incident plans been evaluated?	☑ Yes	☐ No	
(1) Do plans include command-specific information?	☑ Yes	☐ No	
(2) Do plans contain a clear statement of their purpose and objectives?	☑ Yes	☐ No	
(a) Is there an assignment of responsibility commensurate with appropriate authority?	☑ Yes	☐ No	
(b) Are there checklists to assist in implementing the plans?	☑ Yes	☐ No	
(c) Is there a method for notifying off-duty personnel?	☑ Yes	☐ No	
(d) What methods are used for acquiring necessary supplies and equipment?			
(3) Do the plans refer to ICS and CHP and/or command-specific forms?	☑ Yes	☐ No	
(4) Do the plans have information regarding communication and coordination with other Areas, allied agencies, Division and headquarters?	☑ Yes	☐ No	
(5) Are there plans for hazard-specific incidents?	☑ Yes	☐ No	

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(a) Are there employee and property protection references in the command's EAP?	☑ Yes	☐ No
(b) Bomb incident procedures.	☑ Yes	☐ No
(c) Fires.	☑ Yes	☐ No
(d) Flood/dam failures.	☑ Yes	☐ No
(e) Radiation incidents.	☑ Yes	☐ No
(f) Earthquakes.	☑ Yes	☐ No
(g) Tsunamis/coastal storms.	☑ Yes	☐ No
(h) Civil unrest.	☑ Yes	☐ No
(i) Other Area-specific emergencies.	☑ Yes	☐ No
(j) Terrorist attacks on probable targets within an Area.	☑ Yes	☐ No
(k) For Areas with airports, an EOP for airliner crash, fire, and other emergency procedures is required.	☑ Yes	☐ No
(6) Do plans have supporting annexes with the following information:		
(a) Emergency Response Center Operations.	☑ Yes	☐ No
(b) Mutual aid plans and MOU's developed between Area and other emergency service providers.	☑ Yes	☐ No
(c) Procedures for deployment of, and accounting for, personnel and material resources.	☑ Yes	☐ No
(d) 72-hour self-sufficient operation.	☑ Yes	☐ No
(7) Does the need for each plan still exists?	☑ Yes	☐ No
(a) Are plans up-to-date and not in conflict with HPM 50.1, Emergency Incident Management Planning and Operations Manual, and HPM 50.5, Civil Disturbance Planning and Operations Manual?	☑ Yes	☐ No
(b) Can plans be tested?	☑ Yes	☐ No
(c) Are they current?	☑ Yes	☐ No
(d) Do they work?	☑ Yes	☐ No
(8) Does the Area SOP contain guidelines for EIM?	☑ Yes	☐ No
(a) Is that portion of the SOP up-to-date and not in conflict with HPM 50.1, Emergency Incident Management Planning and Operations Manual, HPM 50.5, Civil Disturbance Planning and Operations Manual, or local plans?	☑ Yes	☐ No

2. TRAINING	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Is there an awareness of local training requirements?			☑ Yes	☐ No
b. Have required employees been trained to initiate, maintain and use ICS in Area emergencies?			☑ Yes	☐ No
(1) Have other Area employees received familiarization training in ICS?			☑ Yes	☐ No
(2) Do Area personnel understand their responsibilities as incident commanders and their role in mission acceptance?			☑ Yes	☐ No
(3) Have managers, supervisors, and OICs been trained in the use of HPG 50.3, Emergency Incident Guide?			☑ Yes	☐ No
(4) Is HPG 50.3, Emergency Incident Guide, readily available?			☑ Yes	☐ No

(5) Are managers and supervisors familiar with various ICS forms and their use?	☑ Yes	☐ No	
(6) Does the Area have a roster of employees who have received specialized training or possess special emergency-related skills?	☑ Yes	☐ No	
(7) Have employees been provided with annual training in hazardous materials required by HPM 70.13, Departmental Training Manual?	☑ Yes	☐ No	
(a) Are the records of required training current?	☑ Yes	☐ No	
c. Has interagency training pertaining to EIM been conducted?	☑ Yes	☐ No	
(1) Do area personnel attend and participate in meetings of public safety agencies and emergency service providers to explain the Department's role in EIM?	☑ Yes	☐ No	
(2) Have public safety agencies and emergency service providers attended Area training to discuss their role?	☑ Yes	☐ No	
(3) Do Area personnel participate in exercises with these agencies and EMS providers?	☑ Yes	☐ No	
(4) Are exercise critiques conducted and feedback given to all participants?	☑ Yes	☐ No	

3. RELATIONSHIPS WITH ALLIED AGENCIES

	EVALUATED	ACTION REQUIRED	CORRECTED

a. Does the commander maintain a working relationship with personnel from local sheriff's offices, police departments, state and county traffic engineers and highway department personnel?	☑ Yes	☐ No	
(1) Does he/she maintain a working relationship with county and regional state Office of Emergency Services personnel?	☑ Yes	☐ No	
(2) Is the commander a member of emergency organizations?	☑ Yes	☐ No	
b. Does the commander encourage Area lieutenants and supervisors to establish good working relationships with their counterparts in allied agencies?	☑ Yes	☐ No	
(1) Are lieutenants and sergeants members of emergency-related committees, organizations, or councils?	☑ Yes	☐ No	
(2) Have Area personnel met with allied agency personnel to conduct mutual aid contingency planning?	☑ Yes	☐ No	
c. Has the command developed written emergency incident plans to provide for effective use of departmental personnel and material resources in multi-agency responses to emergency incidents?	☑ Yes	☐ No	
(1) Are those plans in accordance with HPM 50.1, Emergency Incident Management Planning and Operations Manual, and HPM 50.5, Civil Disturbance Planning and Operations Manual?	☑ Yes	☐ No	
(2) Were the plans developed in coordination with allied agencies who have EIM responsibility?	☑ Yes	☐ No	
(3) Are existing plans current?	☑ Yes	☐ No	
(4) Do plans provide for adequate supervision?	☑ Yes	☐ No	
(5) Do plans conform to CHP policy?	☑ Yes	☐ No	
(6) Has the command developed a written EAP in accordance with HPM 50.1, Emergency Incident Management Planning and Operations Manual?	☑ Yes	☐ No	

4. REPORTING PROCEDURES

	EVALUATED	ACTION REQUIRED	CORRECTED

a. Are reporting and documentation requirements for emergency incidents understood by the Area commander, managers, and supervisors?	☑ Yes	☐ No	
(1) Are unusual occurrences reported per GO 100.80, Report of Unusual Occurrence?	☑ Yes	☐ No	

(2) Are major state route closures reported per GO 100.46, Reporting of Highway Conditions?	☑ Yes	☐ No	
(3) Hazardous material spills and releases reported per HPM 84.2, Hazardous Materials Transportation and Incident Management Manual?	☑ Yes	☐ No	
(a) Are Hazardous material incident reports (CHP 407E) prepared?	☐ Yes	☑ No	
(b) Are there written procedures for reporting spills, releases, and dumping of hazardous material to the County Board of Supervisors and the County Health Officer?	☑ Yes	☐ No	

5. EMERGENCY INCIDENT RESPONSES	EVALUATED	ACTION REQUIRED	CORRECTED

a. List problems Area experienced in exercising EIM.   None

(1) Has follow-up investigation been conducted to prevent recurrences of problems?	☑ Yes	☐ No	
(a) Is the investigation forwarded through the chain-of-command?	☑ Yes	☐ No	
(b) Are problems corrected and appropriate changes made to Area plans?	☑ Yes	☐ No	
(c) Are corrected actions taken, documented, and forwarded through the chain-of-command?	☑ Yes	☐ No	
(2) Have there been repeated problems with specific individuals or agencies?	☐ Yes	☑ No	
(a) Has the Area commander made reasonable efforts to resolve the issues?	☐ Yes	☐ No	
(b) If not resolved, has the Division chief been notified as required?	☐ Yes	☐ No	